

Clerk & Recorder - Records

Activity Overview

By Montana Law, the Recording Activity within the Clerk & Recorder's Office is responsible for the recording, indexing, safe keeping of land, county and birth / death documents. The activity also is responsible for the recording and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorders' - Recording Activity generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activities (Accounting and Elections).

The Records Department is a high traffic department that is greatly influenced by growth in Gallatin County. The first priority is to help the public find the records that they need. It is the goal to do this in an efficient manner that relies on technology and knowledgeable, helpful staff. The time that it takes to process documents is also a key to good service in the Recording Department. Records need to be accurate and as up to date as possible.

Records are currently in several different formats, including paper, microfilm and digital images. The Department is in the process of converting the older formats into the newer and more convenient and accessible digital format. This is a long-term project that will take years to complete.

Another duty of the Clerk & Recorder's Office is to provide certified searches of the records. Commonly, these include Uniform Commercial Code filings, Liens and other various real estate documents.

Other types of documents that the Clerk & Recorder maintains are the supporting documentation of the County Commission actions. This includes Resolutions, Ordinances and Contracts that must be indexed and copied and distributed accurately.

Activity Goals

- Maintain under a two-week turn around time for returning documents to customers.
 - Improve public access to records through electronic media (website, road petition database and vitals database).
 - Migrate GIS data to geodatabase.
 - Assist customers to find the records they need in an efficient helpful manner.
-

Recent Accomplishments

- Maintained less than two-week turn around time for returning documents 83% of the time.
- Improved public access to certain records through electronic media – Commission minutes available via internet. Provide images and plats to subscribers on an FTP site.
- Converted existing microfilmed records to digital images for use with CRIS+Plus.
- Mailed approximately 4,500 tax notices to RID Maintenance owners.
- Instituted monthly staff meetings to improve departmental communication.
- Scanned over 6000 plat book pages.

GENERAL GOVERNMENT

Clerk & Recorder - Records

Activity Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 441,583	\$ 500,733	\$ 474,334	\$ 500,422	\$ 515,190	\$ 515,926
Operations	74,612	84,330	72,831	85,721	85,721	85,721
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	<u>\$ 516,195</u>	<u>\$ 585,063</u>	<u>\$ 547,165</u>	<u>\$ 586,143</u>	<u>\$ 600,911</u>	<u>\$ 601,647</u>

Budget by Fund Group

General Fund	\$ 516,195	\$ 585,063	\$ 547,165	\$ 586,143	\$ 600,911	\$ 601,647
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	<u>\$ 516,195</u>	<u>\$ 585,063</u>	<u>\$ 547,165</u>	<u>\$ 586,143</u>	<u>\$ 600,911</u>	<u>\$ 601,647</u>

Funding Sources

Tax Revenues	\$ (65,783)	\$ (54,059)	\$ (53,519)	\$ (81,916)	\$ (81,916)	\$ (54,059)
Non-Tax Revenues	942,686	850,000	792,364	727,792	727,792	718,782
Cash Reappropriated	(360,708)	(210,878)	(191,680)	(59,733)	(44,965)	(63,076)
Total	<u>\$ 516,195</u>	<u>\$ 585,063</u>	<u>\$ 547,165</u>	<u>\$ 586,143</u>	<u>\$ 600,911</u>	<u>\$ 601,647</u>

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Elected Clerk & Recorder/Surveyor	1.00
1	Full-Time	Recording Supervisor	1.00
1	Full-Time	GIS Technician	1.00
7	Full-Time	Support Staff	7.00
1	Part-Time	Support Staff	0.75

Total Program FTE 10.75

Clerk & Recorder - Records

2009 Budget Highlights

Personnel

- No additional personnel requests this fiscal year.

Operations

-

Capital

- No new Capital requests this fiscal year.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

- Staff has training opportunities available to them.

GENERAL GOVERNMENT

Clerk & Recorder - Records

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators Indicator	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Documents filed/recorded	40,209	37,923	30,178	30,000
2 . Deeds recorded	7,759	6,143	4,463	4,400
3 . Plats/surveys filed	243	270	218	210
4 . New Condominium declarations recorded	78	66	56	50
5 . Total Receipts	23,807	22,763	19,223	19,000
6 . Number of certified birth certificates issued	3,362	3,999	3,729	3,700
7 . Number of certified death certificates issued	3,769	4,211	4,307	4,300
8 . Minutes completed for County Commission Meetings	96	98	90	52

Performance Measures Measure	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Process documents w ithin 2 w eeks of receipt.	100%	43%	83%	75%
2 . Percent receipts completed w ithout edit	97%	97%	97%	98%
3 . Birth Certificates issued same day as request	100%	100%	100%	100%
4 . Death Certificates issued same day as request	100%	100%	100%	100%
5 . Commission minutes posted on w ebsite w ithin 4 w eeks	93%	62%	92%	90%

Comments